



## Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the Full-Time position of:

### **DIRECTOR – TOWN PLANNER**

Office of Community Development

NUEX GRADE 20

Salary Range: \$100,643.24- \$121,777.91 + Signing Bonus

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department

This position is responsible for the Office of Planning and Inspectional Services, overseeing all Planning Division responsibilities and general supervision of the Inspectional Services Division. Performs professional, technical, and administrative work in providing information, organizing, and coordinating the programs and decisions that shape both the short-term and long-range plans of the community; provides support to the Planning Board and other boards and committees with respect to all aspects of planning, zoning, and land use; performs all other related work as required.

Master's degree in Urban Planning, Urban Design, Natural Resources Management or a related field with American Institute of Certified Planners (AICP) status required; five to seven years of Urban Planning experience and experience managing planning functions and general administration; or any equivalent combination of education, and experience. Possession of a valid Massachusetts driver's license.

This is a full time, fully benefited executive level position.  
For a complete job description, please contact the HR Department.

Resumes, Cover Letter and the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov) or fax 617-993-2741

The Town of Belmont is an Equal Opportunity Employer.



## Application Process

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov), calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department  
Town of Belmont  
455 Concord Avenue  
Belmont, Massachusetts 02478  
(617) 993-2740  
[humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov)